

NCHSE Work-based Learning Guide

August 2021

Table of Contents

Introduction.....	3
What is Work-based Learning (WBL)?.....	3
Quality Elements of WBL.....	3
Benefits of WBL.....	4
How to Use this Guide.....	5
Continuum of Activities	5
Career Awareness.....	6
Career Exploration	7
Career Preparation.....	8
How to Develop and Implement WBL Activities	10
Roles and Responsibilities	10
Teachers/Coordinators.....	10
Work Site Partners & Supervisors.....	10
Students.....	11
Parents.....	11
Administrators.....	11
Safety and Legal Requirements	12
Pre-placement Documentation	12
Engaging Partners in Collaboration.....	15
Building Relationships	15
How to find WBL partners.....	15
How to increase the likelihood of collaboration	15
What to ask for.....	16
How to address concerns	17
How to increase the rigor or engagement from current partners	18
Coordinating Classroom Instruction.....	18
Preparing students for WBL.....	18
Using Authentic Experiences to Teach/Reinforce Critical Concepts	20
Sample Lesson Plans.....	21
Alternatives to Clinical Placements	21
Document and provide objective evidence	21
Create an improvement plan	21
Work with parents and administrators to determine next steps.....	21
Alternatives for Rural Districts	22

Evaluating WBL	22
Measuring and Assessing What the Student Has Learned.....	22
Methods of Authentic Assessment	22
The Role of Student Self-Evaluation	23
Evaluation of Placement/Reflection on Use of Site in Future	24
WBL Evaluation for Program Improvement	25
Career Development Materials.....	25